



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa



Iowa ABD eLAPS
Local Authority Quick Reference Guide (QRG)

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Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Local Authority Users verify and endorse the applications for further processing to Iowa ABD Staff.

This Quick Reference Guide (QRG) describes the actions and resources available to Local Authorities.

Logging in

Local Authorities should have accounts automatically set up for them.

If they are not registered, they can click "Not an Owner" (on top of the Registration form) and fill out a ticket for their credentials or contact ABD directly. They cannot register as a user in the portal without contacting ABD or creating a ticket.

Looking for Public Information ? [Click Here](#)

Create an account

If you are an owner of a business, please fill out form below.

Are you applying on behalf of a business owner ? Please click on the button to register a new user. [Not an owner?](#)

Business Information

* Company Name

* Business Type

* Corporate ID

Business Address

Address or location search

Search by a location name or address to automatically populate the address fields below (optional)

Apartment/Building

* Street

'Not An Owner' option on top of the form (magnified below).

Are you applying on behalf of a business owner ? Please click on the button to register a new user. [Not an owner?](#)

Local Authorities can submit a ticket to request an account.

License Review

You'll see a list of applications that need your attention. Click on 'View' to proceed.

APPLICATION ...	LICENSE NUMB...	STATUS	DBA	LICENSE TYPE	APPLICATION T...	AMENDMENT T...
App-001051	BC0000005	Active		Class C Beer Permit	New	
App-001132	LB0000002	Active	The FNG	Class B Liquor License	New	
App-001134	BW0000001	Active	Spackler Inc.	Special Class C Liquor License	New	
App-001137	LB0000002	Active	The FNG	Class B Liquor License	Renewal	
App-001140	LB0000002	Submitted to Local Authority	The FNG	Class B Liquor License	Amendment	Outdoor Service
App-001166	LA0000007	Active	LA Retested	Class A Liquor License	New	
App-001325	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Privilege
App-001334	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Sub-Permit
App-001416	LC0000009	Active	Spackler Inc.	Class C Liquor License	New	

Step 1: Review all the details provided by the Applicant before filling in the Local Authority Details.

Notification From Admin Test.

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Alexis Miner Local Authority Tester ▼

License or Permit Type

Privileges / Sub-Permits

Premises

Business Demographics

Criminal History / Violations

Document Upload

Local Authority

Review

Attestation / Endorsement

* Daytime Phone for Local Authority
(111) 111-1111

* Lease, Final Sales Contract, or Warranty Deed on File
Yes

* Premises Zoned Properly?
Yes

* Health Inspection Completed?
Yes

Previous License Number for this Location

* Sketch on File
Yes

* Premise's Address Correct?
Yes

* Fire Inspection Completed?
Yes

* Was a DCI background check run?
Yes

* Local Authority Email Address
Test@gmail.com

Comments
Looks good

Previous Next

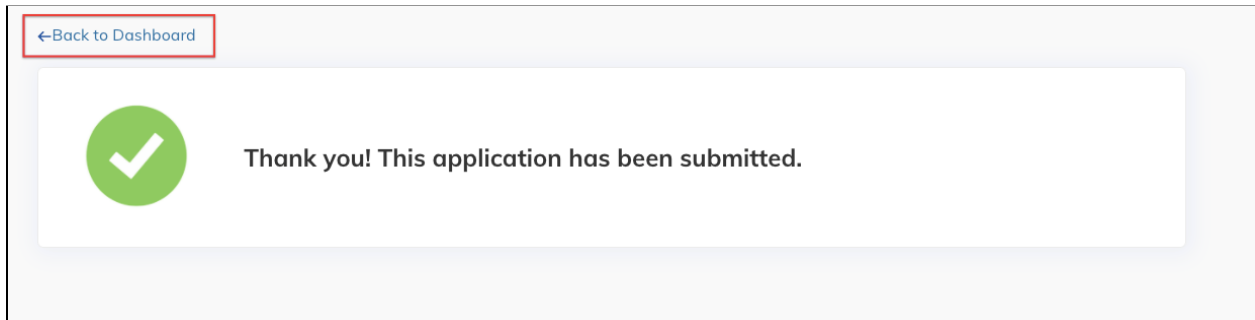
Click **Next** to proceed.

Step 2: Review the License/Permit Type. Click **Next** to proceed.

Step 3: The last step is to Attest/Endorse the details you have just verified and entered. You'll need to attest that the information you have entered is true to your knowledge. Click on **Submit**.

You will be shown a Success message and a 'Back to Dashboard' hyperlink (top left)

just above the message.



Dashboard

From the Dashboard, you can 'Create a Revision Request' if the Application details are incorrect.



Fill out the details in the pop up form to create a revision request. Click on Create. The request will be reflected on the Applicant's dashboard as an Action button.

Notification From Admin Test. X

SUBMIT

Application Number : App-001618
License/Permit Type : Class C Native Distilled Spirits License
Tentative Effective Date : 4/10/2021
Name of Business DBA : Pirates
Application Type : New

SUBMIT

Application Number : App-001603
License/Permit Type : Class E Liquor License
Tentative Effective Date : 3/25/2021
Name of Business DBA : qwqwq
Application Type : New

SUBMIT

Application Number : App-001602
License/Permit Type : Class C Native Distilled Spirits License
Tentative Effective Date : 3/25/2021
Name of Business DBA : qwq
Application Type : New

Revision Requests

Application
App-001603

Revision Request Type
Applicant

* Revision Request Details

Assigned to
Sandeep Shekhar

* Status
Select

* Due Date

* Additional questions needing attention

Additional Documentation Needed

Cancel Create

View

Incorrect Local
Authority Selected

Preview License

View

Create Revision
Request

Incorrect Local
Authority Selected

Preview License

View

Incorrect Local
Authority Selected

Preview License

CONTACT US

All Applications	All License(s)	All Tickets	Revision Requests	View All Application →
SUBMIT	<p>Application Number : App-001416 License/Permit Type : Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : New</p>	<p>Application Status : Active Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : LC0000009</p>	<p>View</p> <p>Incorrect Local Authority Selected</p> <p>Preview License</p>	
SUBMIT	<p>Application Number : App-001334 License/Permit Type : Special Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : Amendment</p>	<p>Application Status : Submitted to Local Authority Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : BW0000001</p>	<p>View</p> <p>Create Revision Request</p> <p>Incorrect Local Authority Selected</p> <p>Preview License</p>	
SUBMIT	<p>Application Number : App-001325 License/Permit Type : Special Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : Amendment</p>	<p>Application Status : Submitted to Local Authority Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : BW0000001</p>	<p>View</p> <p>Create Revision Request</p> <p>Incorrect Local Authority Selected</p> <p>Preview License</p>	

This concludes the Local Authority QRG.